

DISCIPLINARY AND APPEAL COMMITTEE (DAC)

1 Establishment

- 1.1 The Disciplinary and Appeal Committee (DAC) is appointed by the SSF Governing Board Members (henceforth referred to as “the BM”) in accordance with the terms of reference approved by the BM.

2 Objectives

- 2.1 To be responsible to the BM for the review of all disciplinary cases (with potential legal implication on SSF) raised during the course silat activities and programmes.
- 2.2 To recommend to the BM the decision made by the panel on the submitted cases and advise BM
- 2.3 To act as the legal counsel to support the BM, with SSF’s best interest in mind.

3 Composition

- 3.1. The DAC shall have a minimum of **three (3) members** who shall be appointed by the BM out of their own number; a majority of the members including the Chairman should be non-executive and at least one member is independent. All members should have legal or related compliance management expertise or experience.
- 3.1. The DAC shall appoint from amongst its members, a non-executive officer, to chair the DAC.
- 3.3 A member who wishes to retire or resign from the DAC shall provide 3 months’ notice to the BM so that a replacement may be appointed before he or she leaves.
- 3.4 In the event of a vacancy, the BM shall fill the vacancy within three (3) months.
- 3.5 The **BM Secretary** (henceforth referred to as the “Secretary”) or such other person as the DAC may appoint from time to time shall be the Secretary of the DAC.

4 Duties and Powers

- 4.1 The DAC’s duties and powers are to:
 - 4.1.1 Review all disciplinary cases raised
 - 4.1.2 Recommend the decision after reviewing each case

- 4.1.3 Act as the MC's legal advisor and provide legal advice when requested
- 4.1.4 Ensure that the actions recommended on all cases will comply with applicable laws, regulations and policies that include the Charities Act, the Trust Act and the SSF's constitution.

5 Meetings

- 5.1 The DAC shall meet at least **twice (2) time a year** and as frequently as is required. The meeting(s) shall be held for the following purposes:
 - 5.1.1 To carry out its duties under Clause 4 of these terms of reference
 - 5.1.2 For any other matter decided by the DAC or as may be delegated by the BM
- 5.2 The DAC shall have access to all information that it considers relevant to the performance of its duties and discharge of its responsibilities.
- 5.3 The DAC is authorized to take outside professional advice as appropriate.
- 5.4 The Chairman of the DAC shall chair all meetings. If no such Chairman is appointed or if the Chairman is not present within ten (10) minutes after the time appointed for the meeting, the members present might choose one of the non-executive officers to be Chairman of the meeting.
- 5.5 Any minutes signed by the Chairman of the meeting to which they relate or of the meeting at which they are read shall be sufficient evidence without any further proof of the facts stated therein.
- 5.6 The Secretary shall keep the minutes of all meetings of the DAC and circulate the same to the BM.
- 5.7 The Notice and Agenda of meetings shall be circulated at least **three (3) working days** before the scheduled meetings; all the members may unanimously waive else such a notice.
- 5.8 The quorum shall be at least **three (3) committee members**, a majority of whom shall be independent. If within half an hour from the time appointed for the meeting a quorum is not present, the DAC meeting shall stand adjourned until reconvened to another day and time and at a place as may be determined by the DAC.
- 5.9 A resolution shall be considered passed where:

- 5.9.1 There is a majority of votes passed in favor of the resolution during a meeting of the DAC.
- 5.9.2 There is an agreement in writing by a majority of members entitled to participate in the decision.
- 5.9.3 In the event equal number of votes is cast for and against the resolution, the Chairman shall not have a casting vote. All conflicting views shall be submitted to the BM for its final decision.
- 5.10 The DAC may invite any member and executive officer of SSF to attend its meetings.
- 5.11 The DAC may regulate its own procedure to call meetings, the notice to be given of such meetings and the voting and proceedings there at.

6 Resolutions in Writing and Meetings by Conference Calls

- 6.1 A resolution in writing signed or approved via letter, email, or facsimile by a majority of the DAC members shall be effective for all purposes as a resolution passed at a meeting of the DAC duly convened, held and constituted. Any such resolution may be contained in a single document or may consist of several documents all in like form signed by one or more members.
- 6.2 The DAC may conduct its meeting by means of telephone conferencing or other methods of communication through electronic or telegraphic means without a member being in physical presence of another member. Participation in a meeting in such manner shall be deemed to constitute presence in person. Minutes of such a meeting signed by the Chairman of the DAC shall be conclusive evidence of any resolution of any meeting conducted in the manner as aforesaid.

7 Review of Terms of Reference

- 7.1 The DAC and the MC shall review and assess these Terms of Reference and any governance principles and guidelines established by the DAC **at least annually.**